

Policies for the Indiana Recycling and Household Hazardous Waste Grant Programs

The Indiana Recycling and Household Hazardous Waste Grant Programs are administered through the Office of Pollution Prevention and Technical Assistance (OPPTA) of the Indiana Department of Environmental Management (IDEM). To date over \$25 million has been awarded through the Indiana Recycling and Household Hazardous Waste Grant Programs, funding over 1,200 solid waste reduction projects across the state. The grant policies outlined below were developed and refined over several years as a result of information gained through the process of evaluating and approving grants and additional insights provided by external grant review committees.

The following policies are not intended to be a complete list of policies for the grant programs. Instead, these policies are intended to aid grant applicants in submitting higher quality applications for the IDEM review process. There is no implied guarantee of funding for a submitted grant proposal, even if the grant application meets all desired expectations. Please call the IDEM regional grant representative in your area for specific advice. A list of regional grant representatives, a map of their service areas and their contact information is available from www.IN.gov/idem/oppta/recycling/staff.pdf, or call OPPTA (800)988-7901.

What Is the Indiana Recycling Grant Program?

The Indiana Recycling Grant Program is authorized by means of IC 13-20-22-2. The program is funded through the State Solid Waste Management Fund, which generates revenue through a 50 cent per ton surcharge fee at final disposal facilities within Indiana. IDEM receives half of these revenues to fund the Indiana Recycling Grant Program. Programs that can be funded by IDEM include education and promotion of recycling, waste reduction, and organics management (including yard waste management and composting.) Information about the Recycling Grant program is on OPPTA's Web site, www.IN.gov/idem/oppta/recycling/grants.

The Indiana Department of Commerce receives the other half of revenues generated through the State Solid Waste Management Fund to fund the Indiana Recycling Market Development Program. This program offers financing for businesses preparing recyclables for use as a feedstock or in the manufacturing of recycled content products. Information about grants and loans available from the Indiana Recycling Market Development Program is available from the Department of Commerce Web site, www.IN.gov/doc/commercerecycles/financial, or by calling the Recycling Market Development Program Manager (317)232-8944.

Who is Eligible for Recycling Grants?

Solid waste management districts (SWMDs), counties, municipalities, schools, and not-for-profit organizations are eligible to apply for funding from the Indiana Recycling Grant Program. Proposals for sustainable, regional cooperative projects are encouraged. Businesses, commercial operations, and for-profit organizations are not eligible for funding.

All grant applicants who request grant funds for the purchase of recycling or organics management equipment are required by IC 13-20-22-2.1 to determine that no private sector services will be displaced as a result of the equipment purchase. The determination must be made before the submittal of a final grant application. This requirement and the procedure for determination are set forth in the official House Enrolled Act (HEA) 1339 nonrule policy document, available from OPPTA's Web site www.IN.gov/idem/oppta/recycling/grants/1339policyrev.pdf or by calling OPPTA (800)988-7901.

Solid waste management districts (SWMDs) must be determined to be eligible for recycling grants by the department each year through an economics needs test as required by IC 13-20-22-2.1. This requirement and procedure are set forth in the official HEA1339 nonrule policy document, available from OPPTA's Web site www.IN.gov/idem/oppta/recycling/grants/1339policyrev.pdf or by calling OPPTA (800)988-7901.

The economic needs test is completed once per year, before grant pre-applications are submitted.

Solid waste management districts who propose to provide or contract to provide a solid waste management service are required by IC 13-21-3-14.5 to evaluate the reasonableness of cost of the solid waste management service. This requirement and the process of cost evaluation are set forth in the official Senate Enrolled Act (SEA) 349 nonrule policy document, available from the Recycling Grant Program Web site, www.IN.gov/idem/oppta/recycling/grants/349policyrev.pdf or by calling OPPTA (800)988-7901.

Eligible Recycling Grant Funding Requests

1. **Traditional Projects:** This grant category provides support for local implementation of recycling programs. Funding is available for startup expenses of recycling, composting, and source reduction programs as well as infrastructure development. Examples include curbside recycling, drop-off recycling, recycling processing, organics management programs such as yard waste collection and composting, and pay-as-you-throw with recycling. Eligible expenses include the purchase of recycling equipment such as balers and compactors; organics management equipment including chippers and leaf vacuums; and educational materials to help residents participate in programs. Traditional grants are intended to create sustainable projects, with no state funding for ongoing program costs.
2. **School Projects:** This grant category provides funding for pre-school, K-12, and college/university level institutions to startup or expand recycling, source reduction, reuse, buy-recycled, and composting programs. Examples include starting a school recycling program, worm composting programs, and source reduction educational projects. Eligible expenses include the purchase of curricula, equipment, and educational materials. Grant applications must demonstrate strong commitment and support at the administrative level, as well as having a solid network of students, teachers, and staff members who will be able to keep the program running after implementation.
3. **Model Projects:** This grant category provides funding for innovative solid waste reduction solutions that may serve as "models" for implementation in other parts of the state. Grant funds are available for pilot projects and experimental project implementation. Examples include glass grinding equipment for use in asphalt, public-private partnerships to address problem waste streams, and innovative educational projects. Eligible expenses include equipment purchases, public education and promotion expenses related to the project, and purchase of innovative recycled-content materials for trial use. Model grants should address significant solid waste management needs that have not been met within your region.
4. **Regional Cooperative Projects:** This grant category supports cooperative ventures among multiple partners. Grant funds are available for team oriented solid waste reduction efforts that realize the value of economies of scale, peer networking, leveraging of funds, and improved communications. Examples include the purchase of limited-use equipment to be shared by entities, cooperative collection and marketing of materials, and regional or statewide education projects. Eligible expenses include equipment purchases, development of educational materials, and the purchase of advertising space/time. Regional Cooperative projects address at least 10 counties or 700,000 citizens.
5. **Public Education and Promotion (PEP):** Solid waste management districts are eligible for this annual, noncompetitive grant for basic public education and promotion projects to educate citizens, communities, and businesses about source reduction and recycling programs. PEP grants support the following areas: school education, public education and promotion, buy recycled, waste reduction in business, and household hazardous waste education. Examples include radio and newspaper advertisements for recycling programs, business source reduction and recycling education materials, purchase of materials for school presentations, and newsletters for residents and students. Eligible expenses include purchase of advertising space/time, printed education materials and promotional items. Specific information about the PEP grants is available in the annual PEP Grant Application, or by contacting the Grants Contract Manager (800)988-7901.

Recycling and Organics Management Equipment Purchases

There are a number of requirements that must be met and a number of factors that must be considered in order for equipment requests to be grant-funded. These criteria are intended to ensure that monies are being utilized to further the state's waste diversion goal. Please understand that a major evaluation issue to consider for equipment grants is the level of new or increased diversion from landfilling. Although it is not the sole criteria, grant applications requesting equipment must address waste diversion or

environmental impact of diversion. See the equipment list on page 14 for eligible equipment and match requirements.

1. A dollar for dollar cash match is required for all equipment purchases. This cash match may be the purchase of non-grant-funded equipment during the grant term if approved in advance by IDEM.
2. Applicants who propose the purchase of used equipment must submit three appraisals of the equipment at the time of final application for grant funding.
3. The process required by IDEM's nonrule policies on private sector displacement and reasonableness of cost (HEA 1339 and SEA 349) must be completed and documented for all equipment grant requests of value over \$1,000.
4. No grants are offered directly to private businesses. If a private business desires equipment (i.e. baler), IDEM suggests a traditional grant application from an eligible applicant and a public-private partnership contract between the business and the applicant. The contract must detail the terms of the program, the use and maintenance of the equipment, and terms for recovery of the equipment and any penalties to either party in case of contract breach or dissolution of the partnership. The contract must be submitted at the time of final application for grant funding. Caution: the public-private partnership venture must be of benefit to both parties, and must not be used as a mechanism for a business to gain access to state grant dollars.
5. In addition to the required private sector displacement determination (HEA 1339 and SEA 349), applicants for organics management equipment (leaf vacs, composting equipment, and wood chippers) must adopt an ordinance that prohibits the burning of leaves and yard waste within the applicant's jurisdiction, if the applicant has the authority to do so. This burn ban must indicate local enforcement of the ordinance, and must be submitted at the time of grant close out. Applicants who have local burn bans in place and submit a copy at the time of application will receive priority in the funding process over applicants without burn bans.
6. Final applications for organics equipment must identify the registered compost facility where materials will be taken or the appropriately permitted facility where the materials will be land-applied. A copy of the agreement with the receiving facility or a letter stating the facility's intentions to accept the collected materials must accompany the final application for grant funding.
7. For equipment purchases over \$1000, the equipment must be owned and utilized by the Grantee for its entire useful life. The useful life will be a term of years as stated in either the column titled "Class Life" or in the column titled "General Depreciation Schedule" in the equipment list identified in the "Indiana Recycling and Household Hazardous Waste Grants: Equipment Guidelines for Grant Requests" on page 14.
8. The equipment must be owned and utilized by the Grantee for its entire useful life for the purposes approved for funding or for an activity consistent with the intent of the grant agreement. The Grantee must notify the state in writing if the equipment will no longer be utilized for the intended purpose. Failure to comply with the use and useful life requirements will result in forfeiture of grant money used to purchase the equipment.
9. The Grantee must maintain property records that include a description of the equipment, a serial number or other identification number, the source of equipment, who holds title, the purchase date, and cost of the equipment, percentage of State participation in the cost of the equipment, the location, use and condition of the equipment, and any ultimate disposition data including the date of disposal and sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the property records at least once every two years.
10. Requests for replacement of equipment will be evaluated on a case-by-case basis. If grant funds were used to purchase the original equipment after 1999, grant funding will not be available for the replacement unless the equipment is for an expansion of the original program. Grantees who purchased equipment prior to 1999 were not required to have an equipment maintenance and replacement plan in place, so requests for replacement equipment may be eligible at a reduced 25% funding level in those cases.
11. Trade-in values for equipment may be considered as a cash match on grant funded equipment purchases, only if the trade-in was not originally funded through state grant funds. Three written appraisals of the equipment to be traded in must accompany the final application for grant funding.
12. Applicants with equipment purchases must establish a maintenance plan and a capital improvement fund to replace the grant-funded equipment after its useful life span. IDEM recommends a letter from the applicant's Board of Directors or other governing body outlining the applicant's plan for funding repair or replacement of the equipment should the equipment break. The letter should also indicate

the applicant's plan for evaluating the success of the program and the effectiveness of the equipment. Applicants who submit this letter and have a plan in place at the time of application will receive priority in the funding process over applicants without such a plan.

13. Recycling and composting bins are considered to be equipment if the total purchase is \$1000 or more. Curbside bins may be grant funded only if utilized for recycling purposes. Trash collection containers cannot be funded by grants. If a community bids out the service, it is required that the bidding process request price quotes both with and without bins supplied by the hauler, to better evaluate the impact of cost on the community.
14. Equipment that can be used for dual-use or non-recycling operations may receive grant funding at a reduced funding level. The applicant must demonstrate that this type of equipment is necessary for the recycling or composting task required. Please refer to the equipment list on page 14 of this policy document for equipment subject to reduced funding levels.
15. Under no circumstances may grant-funded equipment be utilized for waste hauling or waste disposal.

Notes regarding funding from the Indiana Recycling Grant Program

1. Funding is restricted through biennial state appropriations. Because the demand for grant funding outpaces the supply of funds, grant requests are competitive. As such, a funding application process has been established. Regional grant representatives are available to provide technical assistance in the project development process of a funding request. A list of regional grant representatives, a map of their service areas and their contact information is available from www.IN.gov/idem/oppta/recycling/staff.pdf, or call OPPTA (800)988-7901.
2. The Indiana Department of Commerce, Recycling Market Development Program, offers financing for businesses preparing recyclables for use as a feedstock or in the manufacturing of recycled content products. This program includes projects that add value to the material through a process upgrade.
 - a) Equipment for collection programs, initial processing, and preparation of material for transportation are not eligible through the Department of Commerce, but may be eligible through IDEM.
 - b) Equipment preparing the material for end-use should be referred to the Department of Commerce. When in doubt, consult with the Recycling Market Development Program Manager at the Indiana Department of Commerce (317)232-8944.

Ineligible Recycling Grant Funding Requests

1. Funding is not available for projects that involve waste disposal, or stray from the original mission of waste reduction or diversion from final disposal. Additional restrictions to specific grant projects are noted in this document.
2. Expenses noted below will not be funded through the Indiana Recycling Grant Program, except as noted:
 - a. Permanent structures or site improvements.
 - b. Leasing of equipment or property. (Exception: lease to purchase with accumulated ownership equity.)
 - c. Ongoing program costs, such as salaries, recycling contracts, transportation and freight costs, and vehicle maintenance.
 - d. Personnel expenses, except where contracted as professional fees. (Exception: Regional Cooperative grants may request personnel expenses, only if the grant activity demonstrates statewide impact and meets a state priority.)
 - e. Computer hardware and software. (Exception: software that is specifically 100% source reduction and recycling focused. An example of grant-fundable software is a CD-ROM of source reduction and recycling educational activities for students.)
 - f. Administrative expenses, including accounting and grant administration. (Exception: projects with a regional or statewide impact may request up to 15% of the total grant request for administrative expenses, if approved by IDEM and noted in the grant agreement.)
3. Program expenses for the following types of programs will not be funded through the Recycling Grant Program, with the exception of public education and promotion activities that include information on source reduction and recycling:

- a. Illegal dumping cleanups.
 - b. Litter and tire cleanup projects.
 - c. Open burning projects.
- 4. **Absolutely no grant funding** will be awarded for these expenses, nor can they be used as cash or in-kind match:
 - a. Alcoholic beverages, party supplies, food, and other beverages.
 - b. Grant application preparation and submittal expenses.
 - c. Recycled content playground equipment, park equipment and furniture, such as plastic lumber benches, tables, and gazebos, and recycled tire mulch. Recycled content in these items is considered “common” and is not an innovative approach to source reduction or recycling; therefore, the purchase of these items is not considered a model project. Local units of government may be eligible for a Recycled Product Purchasing Grant from the Indiana Department of Commerce; contact the Recycling Market Development Program Manager at (317)232-8940 for more information.

Projects proposed from entities hauling to “state fee-exempt” disposal Facilities

- 1. Two disposal facilities (Southside Landfill and the Ogden-Martin incinerator) are exempt by statute from paying into the State Solid Waste Management Fund. As such, any entity that has its waste hauled to an exempt facility is not eligible to draw grant funds from the Indiana Recycling Grant Program.
- 2. Eligible entities located near these disposal facilities must document that their waste stream is not disposed at either of these two facilities before being considered for grant funding.
- 3. Schools and not-for-profits may be exempt from this restriction, due to IDEM’s interest in drawing more recycling activity into the local school system and regional or statewide proposals offered by not-for-profits.

Recycling Grant Project Information to be Submitted

Recycling grant applications must include the following **completed** information:

- 1. Application cover page and budget page.
- 2. Names, addresses, and phone numbers of persons responsible for project planning, coordination, and implementation, if different from program administrator on Application Cover Page.
- 3. Location of proposed project.
- 4. Description of safety and security measures, a plan for worker training and documentation of worker training.
- 5. Answers to all questions in the application form and supporting documentation.
- 6. Resolution from the applicant’s board of directors or other governing body committing to the cash and in-kind match as indicated on the budget page and the time frame proposed for the project (required from each participant in regional grants).

Recycling and Organics Management Program Standards

To be eligible for state grant assistance, all collection and/or processing programs must adhere to the requirements of the Occupational Safety and Health Administration (OSHA) worker safety standards (29 CFR 1910). Documentation of health and safety plans and worker training must be provided as a part of grant close-out documentation. To view the OSHA standards, go to www.osha.gov/comp-links.html and click on “OSHA Regulations (Standards – 29CFR).” Assistance with meeting OSHA standards is available from the Indiana Department of Labor’s Bureau of Safety Education and Training, www.IN.gov/labor/buset or (317)232-2688.

All recycling and organics management programs must meet the standards set forth in Title 329 of the Indiana Administrative Code (329 IAC.) 329 IAC can be accessed on the State of Indiana Web site, www.IN.gov/legislative/iac/title329.html.

Reservation of Rights for Recycling Grants

IDEM approval or denial of a project application does not relieve the grantee of the responsibility to properly developing a reuse, recycling, or organics management project as required by federal or state statute or rule.

Recycling Grant Agreement Period

Grant agreements will be for a term of 12 months; Regional Cooperative grant agreements will be for a period of 24 months. All grant terms will commence on the date the last state signatory signs the agreement. Grant agreements can be extended once for a period of up to 12 months. PEP grant agreements cannot be extended or amended.

Recycling Grant Funds Disbursement

Grant recipients shall receive 50 percent of their grant funds after the agreement completes the state signature process. The remaining 50 percent of the grant funds shall be reimbursed after the grantee submits an acceptable final report and documentation of expenditures to IDEM. IDEM must approve the final report and expenditures before the remaining grant funds will be reimbursed.

What Is the Indiana Household Hazardous Waste Grant Program?

IC 13-20-20-1 states that the Indiana Department of Environmental Management will provide financial assistance to local units of government (including Solid Waste Management Districts) through matching grants for projects involving the collection, recycling, or disposal of household hazardous waste and conditionally exempt small quantity generator waste. The Indiana Department of Environmental Management's main objectives for the Household Hazardous Waste (HHW) Grant Program are the following:

1. To support the establishment of permanent HHW/Conditionally Exempt Small Quantity Generator (CESQG) services throughout Indiana which are available to all residents or exempt small generators in the areas served.
2. To support the safe and environmentally sound disposal or recycling of HHW and CESQG waste.
3. To educate the public and CESQGs in source reduction and pollution prevention, and in the safe management and proper disposal or recycling of HHW and CESQG waste.

The program provides matching grants for HHW/CESQG reduction, collection, proper disposal, and promotion/education programs, including:

1. Education programs to reduce the quantity of HHW/CESQG waste generated by informing the public of less hazardous and/or nontoxic substitutes for typical household hazardous products.
2. Reuse and product exchanges to reduce the quantity of HHW being disposed.
3. Establishment of permanent facilities for the proper handling, storage, and disposal of HHW/CESQG waste.

Information about the Indiana Household Hazardous Waste Grant Program is available on OPPTA's Web site, www.IN.gov/idem/oppta/hhw/grants.

Who is Eligible for HHW Grants?

Solid waste management districts, counties, municipalities and townships are eligible to apply for funding from the Indiana Household Hazardous Waste Grant Program. Proposals for sustainable, regional cooperative projects are encouraged. Businesses, commercial operations, schools, non-profit organizations and programs that manage farm operations are not eligible to apply for funding, but may work with a local unit of government to participate in a local program.

IC 13-20-20-2 sets eligibility requirements. The statute requires that for a grant to be awarded for a household hazardous waste project it must do the following:

1. Provide educational literature describing the hazards associated with household hazardous waste.
2. Use a licensed hazardous waste transportation service to collect, handle, pack, transport, or dispose of collected household hazardous waste.
3. Allow and encourage participation from all households and CESQGs within the designated household hazardous waste collection area specified in the grant application.

Eligible HHW Grant Funding Requests

HHW/CESQG grant funds may be used to startup or provide ongoing support for existing programs. Each application must include plans for effective public education and promotion. IDEM encourages the development of permanent HHW and CESQG collection programs. Permanent HHW collection programs **must** include the following elements:

1. An ability to accept HHW from the public by appointment outside of regularly scheduled operating hours.
2. An advertised, regular schedule of operating hours.
3. A public outreach and education component.
4. An ability to safely store collected HHW according to all applicable rules and regulations until transportation.
5. A material flow management plan.

HHW collection programs meeting these criteria are eligible to apply for grant funding. Program expenses eligible for grant reimbursement include:

1. Up to one-half the cost of HHW recycling and disposal expenses.
2. Up to one-half the cost of CESQG startup disposal and programming costs.
3. Up to one-half the cost of an approved hazardous materials storage unit, up to the full cost if other approved permanent site improvements related to the project are used as match.
4. Up to one-half the cost of HHW management equipment. Examples include paint can crushers, portable eye wash stations and pallet movers.
5. Up to one-half the costs for HHW management supplies. Examples of eligible supplies include gloves, respirators, aprons, and protective eyewear.
6. Up to one-half the cost (up to \$10,000) for engineering services incurred for the design of a permanent facility.
7. Up to one-half the cost of a tox-away day held while a permanent facility is under construction.
8. Up to one half the cost for education and promotion expenses (note: SWMDs may use PEP grant funding for education and promotion costs).
9. Up to one-half the cost for approved operating and project costs, including training (note: SWMDs may use PEP grant funding for training costs).

In order to be eligible for grant reimbursement, program expenses must be incurred during the grant term. In addition to the above list of eligible expenses, projects with a regional or statewide impact may request up to 15% of the total grant request for administrative expenses, if approved by IDEM and noted in the grant agreement.

Programs involving the source reduction or recycling of household hazardous waste may also apply for funding through the Indiana Recycling Grant Program.

Ineligible HHW Grant Funding Requests

Project expenses that are ineligible for grant funding under the HHW Grant Program include:

1. Contractor labor, set-up, and preparation charges (exception: design and engineering costs for a permanent HHW facility).
2. Annual single-day collection events, unless held in conjunction with the establishment of a permanent collection program.
3. Site improvements (may be approved for use as match on a case-by-case basis for the establishment of a permanent collection program).
4. Permanent structures (may be approved for use as cash or in-kind match on a case-by-case basis for the establishment of a permanent collection program).
5. Recycling/disposal of non-hazardous materials as determined by IDEM, including alkaline batteries and latex paint.

HHW Grant Project Information to be Submitted

HHW grant final applications must include the following **completed** information:

1. Application cover page and budget page.
2. Names, addresses, and phone numbers of persons responsible for project planning, coordination, and implementation, if different from program administrator on Application Cover Page.

3. Location of household hazardous waste collection sites or facilities.
4. Description of safety and security measures, including a letter of support from or a receipt from a certified letter sent to the applicant's Local Emergency Planning Committee (LEPC.) See HHW Safety Standards below. (Required from each participant in regional cooperative grants.) Previous SWMD grant recipients who have submitted this information are not required to resubmit unless the application proposes a change in materials accepted or sites used.
5. Answers to all questions in the application form and supporting documents.
6. A resolution by the legislative body of the unit of government or the district's board of directors that does **all** of the following:
 - (a) Authorizes the project and the grant application.
 - (b) Expresses the specific intent to carry out all proposed project activities described in the grant application.
 - (c) Allows IDEM employees to have access to and inspect proposed household hazardous waste and conditionally exempt small quantity generator waste collection sites involved in the project.
 - (d) Commits the applicant to do the following:
 - i. Maintain appropriate records that document all expenditures made during the project.
 - ii. Submit to IDEM a final report describing all project activities, achievements, and challenges. The report should compare the actual project to the objectives and activities proposed in the grant application, including samples of all informational and educational brochures prepared and distributed and data on the household participation rates, waste quantities collected by category, documentation of all costs, and recommendations for project improvements.
 - (e) Contains a timetable for completion of the project that:
 - i. Does not exceed twenty-four (24) months, and;
 - ii. Includes anticipated dates of information and educational activities, waste collection, and submission of final reports.
 - (f) Commits the applicant to provide all funding required to implement and administer the project, not including the grant award.
 - (g) Commits the applicant to develop a proposed plan for a permanent household hazardous waste or conditionally exempt small quantity generator waste program that includes sources of funding and a timetable for implementation.**
 - (h) Commits the applicant to develop a proposed plan for a permanent household hazardous product program designed to educate the public as to non-hazardous and nontoxic substitutes for hazardous household products.**

NOTE: Applicants for ongoing recycling/disposal costs that have previously received grant funding will be required to submit their program plan (including safety and security measures taken), sustainability plan and education plan developed under (g) and (h) of the board resolution.

HHW Program Standards

To be eligible for state grant assistance, a proposed HHW/CESQG program must:

1. Adhere to the requirements of Occupational Safety and Health Administration (OSHA) (29 CFR 1910.120.)
2. Adhere to the requirements of the Department of Transportation (DOT) requirements in packing and transporting household hazardous waste (49 CFR 173.)
3. Provide documentation of OSHA training for any staff or volunteer involved in the program (29 CFR 1910.120(e)) as a part of grant close-out documentation.

OSHA standards are available online, www.osha.gov/comp-links.html, click on "OSHA Regulations (Standards – 29 CFR)." Assistance with meeting OSHA standards is available from the Indiana Department of Labor, Bureau of Safety Education and Training, www.IN.gov/labor/buset, or (317)232-2688.

DOT standards pertaining to packing and transporting HHW are also available online, <http://hazmat.dot.gov/rules.htm>. The DOT Hazardous Materials Information Center can be contacted at

(800)467-4922.

Reservation of Rights for HHW Grants

IDEM approval or denial of a project application does not relieve the grantee of the responsibility to properly develop an HHW project as required by federal or state statute or rule.

HHW Grant Agreement Period

Grant Agreements will be for a term of 12 months and will commence on the date the last state signatory signs the agreement. Agreements can be extended once for a term of up to 12 months, for a total grant term of no more than 24 months.

HHW Grant Funds Disbursement

Grant recipients shall receive 75 percent of their grant funds after the agreement completes the state signature process. The remaining 25 percent of the grant funds shall be reimbursed after the grantee submits an acceptable final report and documentation of expenditures to IDEM. IDEM must approve the final report and expenditures before the remaining grant funds will be reimbursed.

IDEM Grant Policies for Both Grant Programs

Basic Definitions

1. "Recycling" means a process by which materials that would otherwise become solid waste are collected, separated or processed, and converted into materials or products for reuse or sale. IC 13-11-2-180.
2. "Source Reduction" means a reduction in the amount of solid waste generated that is achieved through actions affecting the source of the solid waste. IC 13-11-2-214.
3. "Composting" means an aerobic degradation process by which plant and other organic wastes decompose under controlled conditions to produce a usable product. IC 13-11-2-38.
4. "Organics management" includes composting and yard waste management activities.
5. "Final disposal facility" means any of the following: 1) a landfill; 2) an incinerator; or 3) a waste-to-energy facility. The term does not include a transfer station. IC 13-11-2-82.
6. "SEA 349 (1996)" refers to IC 13-21-3-14.5 which requires all solid waste management districts to follow a set procedure in determining if the district should engage in a new or expanded solid waste activity. The resulting IDEM policy document affects only solid waste management districts.
7. "HEA 1339 (1997)" refers to IC 13-20-22-2.1 which requires IDEM to establish grant restrictions on equipment awards and to establish economic need standards for certain applications. The resulting IDEM policy document affects all grant applicants.
8. "Household Hazardous Waste (HHW)" refers to hazardous wastes generated by households as defined in IC 13-11-2-104.
9. "Conditionally Exempt Small Quantity Generator (CESQG)" refers to hazardous wastes generated by businesses at small quantity levels. 40 CFR 261.5.

Grant Application Deadlines

1. Two rounds of recycling grants are offered each year, one in the spring and one in the fall. One round of household hazardous waste grants and one round of PEP grants are offered each summer. Pre-application and final application deadlines, anticipated funding dates, and contact information for regional grant representatives are available on OPPTA's Web site, www.IN.gov/idem/oppta/recycling/grants or by calling (800)988-7901.
2. Completed pre-applications and final applications containing ALL information requested by IDEM **MUST BE RECEIVED BY OPPTA'S INDIANAPOLIS OFFICE (Attn: Grant Contract Manager) BY THE ESTABLISHED DEADLINES.** Late applications will not be accepted for consideration. Late applications may be considered in the next funding round.
3. If you have any questions regarding the submittal requirements and/or application deadlines, please contact your regional grant representative, www.IN.gov/idem/oppta/recycling/staff.pdf, or call OPPTA (800)988-7901

Application Development Process

1. Complete pre-applications are required and must be received by OPPTA's Indianapolis Office (attn: Grant Contract Manager) by the pre-application due dates posted on the OPPTA Web site, www.IN.gov/idem/oppta/recycling/grants/dates.pdf, in order to be considered for funding during that grant round. A complete pre-application consists of a completed cover page, a draft budget page and draft answers to the application questions. The cover page, budget page, and application questions are available from www.in.gov/idem/oppta/recycling/grants/.
2. Applicants are required to contact the regional grant representative in their area prior to the pre-application deadline to assure proper submittal and consideration of the request for funds. A list of regional grant representatives, a map of their service areas and their contact information is available from www.IN.gov/idem/oppta/recycling/staff.pdf, or call OPPTA at (800)988-7901.
3. Once a complete pre-application has been received by the pre-application due date, the applicant will receive written confirmation of receipt of the application and instructions for developing and strengthening the final application for the review process.
4. A final grant application must be completed by the final application due date posted on the OPPTA Web site, www.IN.gov/idem/oppta/recycling/grants/dates.pdf, for funding consideration in any given round. A complete final application includes a completed cover page, a proposed budget page, complete answers to all application questions and all required supporting documents.
5. All applications requesting recycling or organics equipment of \$1,000 value or greater must document the HEA 1339 grant policy process. An IDEM nonrule policy document regarding HEA 1339 is available from OPPTA's Web site www.IN.gov/idem/oppta/recycling/grants/1339policyrev.pdf or by calling (800)988-7901, and should be consulted prior to proceeding with a grant application. Documentation of this process must be submitted with the final application and will be reviewed before the grant application is forwarded to the review committee.
6. All applications from SWMDs that propose to provide or contract to provide a waste management service (other than services provided as part of an HHW/CESQG collection and disposal project) must document the SEA 349 cost evaluation process. An IDEM nonrule policy document regarding SEA 349 is available from OPPTA's Web site www.IN.gov/idem/oppta/recycling/grants/349policyrev.pdf or by calling (800)988-7901, and should be consulted prior to proceeding with a grant application. Documentation of this process must be submitted with the final application and will be reviewed before the grant application is forwarded to the review committee.

Match Requirements

In-kind and cash matching requirements *must* be directly related or dedicated to the proposed project and must be made during the term of the grant agreement:

1. All grant applications must document a financial match.
2. All grant applications must document a dollar for dollar match of total project costs, unless otherwise allowed by grant policies.
3. A cash match requires documented, direct cash expenditures for the project. A cash match may be supplied from other entities (with the exception of state resources, see #8), but must be demonstrated as a direct cash investment toward the project. If awarded, the grant agreement will specifically note any additional cash match requirements.
4. An in-kind match is defined as local commitment in the form of non-cash expenditures. This might include:
 - a) Documented personnel costs assigned to the project.
 - b) Documented in-house overhead.
 - c) Documented donated goods or services.
 - d) Documented donated contractor fees or permitting fees.
5. In-kind match must be realistic. Double counting of in-kind among several projects is not permitted. The grant application must specifically identify in-kind match requests and provide available documentation.
6. All match requirements must be summarized in the application and dollar amounts entered in the budget page. All match must be documented in a form approved by IDEM. The application must be complete or it will not receive a full review. An incomplete application is sufficient grounds for denial of funding.

7. Proposal and documentation of cash match provided through the trade-in of used equipment must be accompanied by three written appraisals of the equipment to be traded-in. Trade-in of used equipment may be used as cash match only if the original equipment purchase was not grant funded.
8. **No state funding can be used for cash or in-kind match for projects funded through the Recycling and HHW Grant programs.** This restriction has been the practice of IDEM's grant programs. Grant funding is intended to create strong local commitment to recycling and HHW projects. Match supplied through federal funding will be reviewed on a case-by-case basis. (Examples of ineligible state-funded match include grant funding from the Department of Commerce, in-kind contributions from state agencies, and salaries funded through any state appropriations.)
9. **IDEM Priority Projects:** From time to time, IDEM may identify priority waste streams for the grant programs. Projects involving these priority waste streams will receive additional attention in the review committee and may receive additional flexibility on match requirements.

A match requirement chart and a match guide is provided on pages 12-13 to better explain the various match needs of each grant category.

Eligibility Guidelines for Repeat Applicants

Applicants who have previously received funding under the Indiana Recycling Grant Program or the Indiana Household Hazardous Waste Grant Program must not have:

1. Any unresolved monitoring/audit findings identified in writing by IDEM, such as any overdue grant reports, close-out documents, or refunds or reversions owed to the state, at the time of final application submission;
2. More than three (3) open recycling, organics management, or education grants at the time of final application submission (excluding PEP grants, regional grants held by SWMDs and participation in regional grants);
3. More than one (1) open household hazardous waste grant at the time of final application submission (excluding regional grants held by SWMDs and participation in regional grants.)

State Agencies

1. State agencies are not directly eligible for grants from IDEM. A local solid waste management district or a local unit of government may apply for a grant on behalf of a state agency through an inter-local agreement.
2. All grants that involve state agencies as partners in recycling/composting programs must receive input from the Indiana Department of Administration Recycling Coordinator (317)232-7658 prior to IDEM application review. This individual coordinates all state agency recycling initiatives.

ELIGIBLE GRANT EXPENSE - MATCH GUIDE

ELIGIBLE GRANT EXPENSES	CASH MATCH	IN-KIND MATCH
PERSONNEL IDEM does not offer grant funds for personnel expenses. (Exception: projects with a regional or statewide impact may request up to 15% of the total grant request for administrative expenses .)	New personnel salary (for additional personnel required for expansion of services)	Salaries and wages for current personnel. Volunteer time (\$10/hr.). Donated services. Teacher/professional time (\$20/hr.).
PROJECT COSTS Purchase of equipment. Purchase of gloves, packing materials, supplies, drums, etc. Professional training.	Access fees for on-line research. Purchase of equipment. New computer equipment/software that is required for the project. Production costs in excess of grant award.	Operator time on equipment. Maintenance of equipment. Donated goods and materials
OPERATING COSTS IDEM does not offer grant funds for day to day operating expenses.	Building space property value (portion used for new project), building and office space (rent/lease), utilities. Disposal costs.	Travel, maintenance, overhead, insurance and liability expenses. Existing computer equipment and software.
PROFESSIONAL FEES/ CONTRACTOR SERVICES Subcontracting for development of workshops, training programs/materials, conferences, publications, waste assessments, market research, collection contracts, or other media.	Paid consultant fees, contractor fees, service fees, distribution costs.	Donated consultant or contractor fees.
EDUCATION/PROMOTION COSTS Printing, photocopying, promotional materials, postage, distribution costs, labels, and buying advertising space or time. Purchase of promotional materials, magnets, manuals, and kit support materials. Development of publications, training materials, or other media.	Publication expenses and room rental fees.	In-office generated copies/printing.

Cash match: direct cash expenditures for the project.

In-kind match: local commitment in the form of non-cash expenditures

This guide is an example of eligible grant expenses and common match expenditures. It is not meant to be a complete list. Contact your regional representative for additional information www.IN.gov/idem/oppta/recycling/staff.pdf. Contact the Source Reduction and Recycling Branch Chief at (800)988-7901 for eligibility determinations.

**INDIANA RECYCLING AND HOUSEHOLD HAZARDOUS
WASTE GRANT PROGRAMS
MATCH CONTRIBUTION CHART
IDEM FY04 – FY05
July 1, 2003 through June 30, 2005**

Category	Maximum Funding Level	Grant:Cash Match:In-Kind Match Ratio *	Example based on \$20,000 Project		
			IDEM	Grantee	
			Grant \$	Cash Match	In-Kind Match
Traditional / Model	Up to \$50,000	50:25:25	\$10,000	\$5,000	\$5,000
Regional Cooperative	Up to \$75,000 Up to \$75,000	50:25:25	\$10,000	\$5,000	\$5,000
<ul style="list-style-type: none"> ◆ Statewide ◆ Regional (10 or more counties or 700,000 population) 		50:25:25	\$10,000	\$5,000	\$5,000
School	Up to \$25,000	50:12.5:37.5 *	\$10,000	\$2,500	\$7,500
HHW	Up to \$60,000	50:25:25	\$10,000	\$5,000	\$5,000
HHW Regional Cooperative	Up to \$100,00	50:25:25	\$10,000	\$5,000	\$5,000
* Note: Equipment, buildings, and HHW recycling/disposal must always be cash matched dollar for dollar. Recycling and composting bins are considered to be equipment if the total purchase is \$1000 or more.					
For Solid Waste Management Districts Only: See annual Public Education Promotion (PEP) grant application for the appropriate match requirements for individual district education/promotion programs.					
<p style="text-align: center;"><i>This chart is an example of <u>minimum</u> grant match requirements.</i></p> <p style="text-align: center;"><i>Contact your regional representative for additional information www.IN.gov/idem/oppta/recycling/staff.pdf. For determination of eligibility for an altered match ratio, contact the Source Reduction and Recycling Branch Chief at (800)988-7901.</i></p>					

Notes:

- For projects addressing statewide priority waste streams, the match ratio may be altered on a case-by-case basis.
- Counties and solid waste management districts that fall in the lowest 25 percent of county average per capita income as figured on an annual basis are eligible for reduced match requirements. This reduced match is set forth in IDEM's official HEA 1339 nonrule policy document, available from OPPTA's website at <http://www.in.gov/idem/oppta/recycling/grants/1339policyrev.pdf>. The list of entities eligible for this reduced match is available in May of each year from the Grants Contract Manager, (800)988-7901.

Indiana Recycling and Household Hazardous Waste Grants: Equipment Guidelines for Grant Requests

Effective September 1, 2003

Equipment Type	Max. Grant \$	Cash Match Requirement	Max. Funded Example	Quantity Limitation	Class Life *	General Depreciation Schedule*
Conveyor	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per baler		7
Curbside Trailer	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per 10,000	6	
Drop-off Container	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per 10,000		7
Drop-off Trailer	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per 10,000	6	
Paper Shredder	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per program		7
Compactor & Boxes	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per 1,000 tons/year		7
Vertical Baler	\$10,000	50% / 50% up to Max \$	\$10K + \$10K = \$20K	1 per 1,000 tons/year		7
Glass Crusher	\$25,000	50% / 50% up to Max \$	\$25K + \$25K = \$50K	3 per program		7
Can Crusher	\$25,000	50% / 50% up to Max \$	\$25K + \$25K = \$50K	1 per program		7
Leaf Vacuum / Sweeper	\$25,000	50% / 50% up to Max \$	\$25K + \$25K = \$50K	1 per 10,000		7
Wood Chipper / Shredder	\$25,000	50% / 50% up to Max \$	\$25K + \$25K = \$50K	1 per 10,000		7
Loader / Forklift	\$25,000	50% / 50% up to Max \$	\$25K + \$25K = \$50K	1 per program		7
Curbside Vehicle	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per 10,000	6	
Horizontal Baler	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per 1,000 tons/year		7
Hazardous Materials Storage Unit	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per program		7
Screen	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per program		7
Grinder	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per program		7
Windrow Turner	\$50,000	50% / 50% up to Max \$	\$50K + \$50K = \$100K	1 per program		7
Leaf Vac / Sweeper Combo	\$25,000	25% / 75% up to Max \$	\$25K + \$75K = \$100K	1 per program		7
Packer Truck	\$25,000	25% / 75% up to Max \$	\$25K + \$75K = \$100K	1 per program	6	
Box Truck / Pickup Truck	\$25,000	25% / 75% up to Max \$	\$25K + \$75K = \$100K	1 per program	4	
Truck Scale	\$25,000	25% / 75% up to Max \$	\$25K + \$75K = \$100K	1 per program		7
Knuckle Boom Loader	\$25,000	25% / 75% up to Max \$	\$25K + \$75K = \$100K	1 per program		7

- 1) Funding limitations listed above are established to limit the amount of state investment in one project, allowing the ability to fund as many projects around the state as possible. The grant rounds are "competitive" and strong local investment makes a grant more competitive for approval.
- 2) Demonstration of need for equipment is necessary in all grant applications, and evaluated through the review process.
- 3) Recycling and composting bins are considered to be equipment if the total purchase is \$1000 or more.
- 4) Maximum limits established for most of the equipment are based on "past practice" of grant reviews in the past six years.
- 5) Grantees awarded funding for a Knuckle Boom Loader, Tub Grinder or Windrow Turner must agree to offer equipment to other communities in times of a local emergency, at the request of IDEM.
- 6) Other equipment not noted may be eligible for grant funding, but evaluated on a case-by-case basis. Consult your regional grant manager for advice, www.IN.gov/idem/oppta/recycling/staff.pdf.
- 7) Equipment noted at 25% state funding level is likely to be utilized for additional purposes beyond the grant-funded intent.

*As defined in or extrapolated from Tables B-1 and B-2 (Tables of Class Lives and Recovery Periods) in Internal Revenue Service Publication 946 (IRS 946)